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**POLICY**

Youth transportation must ensure the safety of the youth, staff and the community. Prior to transporting a youth in a secure placement, staff must assess the youth to determine the need for mechanical restraints during transport.

**PURPOSE**

To ensure the safety of the youth, staff and community during the transport of youth to court appearances, medical appointments, facility transfers and off-campus activities.

**DEFINITIONS**

See [JRG, JJ Residential Glossary](#).

**RESPONSIBLE  
STAFF**

Facility director, program manager, and transport team.

**TRANSPORT  
PROCEDURES**

Each facility must develop and implement written procedures for youth transportation. At a minimum, procedures must contain the following requirements:

**Staffing and  
Supervision**

Staff must complete the youth transport form (DHS-520). Staff must follow youth to staff ratios. (See [JRM 540, Youth to Staff Ratio](#), Procedure, Minimum Staff to Youth Ratios.)

A transport team of at least two staff (including the vehicle driver) must escort youths when transporting two or more youths. At least one staff must be the same gender as the youths.

Fire and safety officers and contracted transporters may be members of the transport team.

At least one transport staff must be trained in the use of mechanical restraints.

The transport team must transport any detention youth with leg shackles, handcuffs and waist restraint except as noted below.

The facility director must review the appropriateness of any case where a pregnant youth is to be restrained for transport.

The facility director may waive the use of mechanical restraints as required by this section based on an assessment of risk. This waiver must be documented in writing.

Staff must offer a youth the opportunity to use the restroom prior to departure, upon arrival and prior to beginning the return trip. Staff must ensure that the youth uses secure restroom facilities (for example, court or law enforcement) to the extent practical. Staff of the same gender as the youth must accompany the youth into the restroom and maintain close physical proximity.

Occupants of the transporting vehicle must sit in designated seats and properly wear seat belts.

Staff must verify that the transport vehicle carries all of the following:

- A first aid kit (inspected prior to every transport).
- A universal precaution kit.
- A fire extinguisher.
- A cellular telephone.

Staff must load all medications, documentation and luggage prior to placing the youth in the vehicle.

Staff may make only stops approved on the transport form.

Attendant staff must maintain line of sight supervision of the youth and must ensure that the youth remains in the secure area of the vehicle.

Staff must call the facility upon beginning the return trip.

## **AUTHORITY**

Social Welfare Act, MCL 400.1 et seq.